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College of Arts and Sciences Faculty Minutes

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2-26-2015

# Minutes, Arts & Sciences Faculty Meeting, Thursday, February 26, 2015

Arts & Sciences Faculty  
*Rollins College*

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A&S FACULTY MEETING

February 26, 2015

Agenda

Galloway Room from 12:30 to 1:45 P.M.

**I. Call to Order**

**II. Approval of Minutes from 1/29/15**

**III. Announcements**

**IV. Reports**

- a. Academic Affairs (Jill Jones)
- b. Finance and Services (Don Davison)
- c. Professional Standards (Fiona Harper)
- d. Student Life (Derrick Paladino)
- e. Executive Committee (Carol Lauer)
- f. Questions from the floor
- g. QEP (Jennifer Queen)

**V. Old Business**

- a. Revisions to International Programs Faculty Advisory Committee (Fiona Harper)

**VI. New Business**

None

**VI. Adjournment**



## A&S FACULTY MEETING

February 26, 2015

Minutes

Approved

### PRESENT

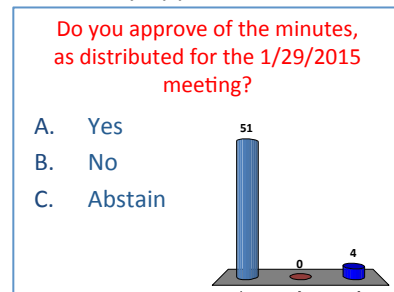
Alon, Ilan; Barreneche, Gabriel; Bernal, Pedro; Biery-Hamilton, Gay; Boguslawski, Alexander; Boniface, Dexter; Carnahan, Sharon; Cavanaugh, Jennifer; Chambliss, Julian; Cook, Gloria; Cook, Tom; Cummings, Denise; D'Amato, Mario; Davison, Donald; Decker, Nancy; Dennis, Kimberly; Diaz-Zambrana, Rosana; Dunn, Stacey; Ewing, Hannah; Farcus, Adam; Fetscherin, Marc; Foglesong, Richard; Gunter, Mike; Habgood, Laurel; Hargrove, Dana; Harper, Fiona; Harwell, Jonathan; Homrich, Alicia; Houston, John; Jones, Jill; Kenyon, Erik; Kodzi, Emmanuel; Lackman, Susan; Lauer, Carol; Lewin, Richard; Libby, Susan; Luchner, Andrew; Mathews, Jana; McClure, Amy; McLaren, Margaret; Mesavage, Matilde; Miller, Jonathan; Montgomery, Susan; Moore, Robert; Moore, Thomas; Murdaugh, Anne; Myers, Daniel; Newcomb, Rachel; Nichter, Matthew; Norsworthy, Kathryn; O'Sullivan, Maurice; Ouellette, Thomas; Oxford, Emma; Paladino, Derrick; Park, Ellane; Pieczynski, Jay; Prieto-Calixto, Alberto; Queen, Jennifer; Reich, Paul; Riley, Kasandra; Rock, Charlie; Ruiz, Maria; Russell, Emily; Ryan, MacKenzie; Smither, Bob; Stephenson, Bruce; Sutherland, Katie; Svitavsky, Bill; Tatari, Eren; Teymuroglu, Zeynep; Tillmann, Lisa; Trentinella, Rose; Vitray, Rick; Walsh, Susan; Zhang, Wenxian

### CALL TO ORDER

Carol Lauer called the meeting to order at 12:36PM

### APPROVAL OF MINUTES

The faculty approved the minutes from the 01/29/2015 meeting:



### ANNOUNCEMENTS

President Craig McAllaster announced that the following tenure and promotion decisions:

#### Tenure decisions

Anna Alon (International Business)  
Richard Lewin (International Business)  
Julia Maskivker (Political Science)  
Paul Reich (English)  
Samuel Sanabria (Graduate Studies & Counseling)  
Martina Vidovic (Economics)

## REPORTS

### ACADEMIC AFFAIRS COMMITTEE (AAC)

Jill Jones

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Jones opened by saying that she “look[ed] forward to an exciting new chapter” at Rollins with the naming of Dr. Grant Cornwell as Rollins’ fifteenth President.

Jones reported that Director of General Education Claire Strom presented to the AAC the problem that a number of students who plan to transfer from Rollins want to drop their neighborhood classes and to enroll in “more transferrable classes.” The concern, Jones said, is “that students will use supposed transfer as an excuse to get out of a class, and that some students had actually been accepted to transfer and others not”. Jones said that after minimal discussion, the AAC unanimously advised “that students should *not* be allowed to drop/change classes, given “they [rFLA general education courses] all transfer as elective credit.”

Jones also reported that Director of International Programs Giselda Beaudin is preparing a proposal to review older study-abroad courses. Jones said that such review “makes sense;” that some courses older than fifteen years “may no longer be consistent with current standards.” These reviews will increase the workload of the New Course Subcommittee, “but may be worth the effort to review courses” greater than seven years old, Jones said.

Jones reported that at the February 17 AAC meeting, “a change in the Holt Economics major/minor was proposed by the Economics department and presented by Phil Kozel. The motion to approve the proposed changes was voted on and unanimously approved by the AAC. The changes to the major will be effective in Fall 2015, Jones said.

Jones closed with a reminder to assembled faculty to “think about serving on AAC” and other standing committees next year. “A new chair will be needed for AAC,” Jones pointed out.

### FINANCE & SERVICES COMMITTEE (F&S)

Don Davison

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Davison reported to the A&S faculty that F&S is sponsoring a follow-up discussion on the budget after spring break. “This discussion is to allow faculty to discuss budget issues in greater depth than was possible at the budget overview,” Davison said. Davison also reported that International Programs “revised the stipends for field study classes” ([see Attachment 1, below](#)).

Davison said that the F&S “is continuing to advocate for a comprehensive and regularized faculty salary study.” The committee, Davison said, “is considering three broad issues: (1) the presence of compression, inversion, and market forces; (2) gender equity; and (3) have faculty salaries at Rollins kept pace with the market.” From the floor, Margaret McLaren asked, “Did I hear you say ‘compression’?” “Yes, you did,” said Davison. Sharon Carnahan rose to say, “For the last five to six years I have requested this data [regarding faculty compensation]” and “the Finance office knows this full well.” “I don’t believe that faculty interest has dipped over the years,” Dr. Carnahan continued, but, rather, that “the Administration has failed to furnish” the requested data. Davison said “I am hopeful the data is forthcoming.” Mike Gunter pointed out that while the announcement regarding pay raises was “a great thing,” these were the first such raises “since Ronald Reagan was President.” Charlie Rock rose to “ratify” Carnahan’s remarks regarding faculty salary data. “I have been seeking this information for fifteen to seventeen

years,” Rock said. “What is going to happen in the future, this is a question that must be asked of the next President, Rock said.” Davison responded that while he is unaware of any discussions with Dr. Cornwell regarding faculty salaries, that [Vice President for Business and Finance and Treasurer] Jeff Eisenbarth has been very forthcoming.”

McLaren rose to “express concern” about the recent announcement regarding “super-stipends for summer teaching,” and said that she surmised that the new policy was “driven by [the need to attract Business professors to teach] Business courses.” McLaren lamented what she characterized as a recent development at Rollins whereby “traditional liberal arts departments” are “forced to compete with one another” for limited resources. Davison said that while “multiple factors” were behind the decision, that the salary increase “was indeed to meet the high demand for Business courses without hiring additional Business faculty.” Bob Smither, Dean of A&S Faculty, said that he supported the salary increase as long as “it was applied to [professors offering] Maymester classes, too.” Smither said he believed that the salary increase would ultimately lead to “more full-time faculty offering more courses” and that the increased summer stipend “was an experiment” and would be reevaluated. Alexander Boguslawski stood to ask, “But who is going to make decisions about what courses” are ultimately offered in Maymester and in the summer? Davison said that courses “that make [have 14 or more registered students]” will be offered.

Kim Dennis said that the salary differential represented “an equity issue” and that this dynamic “pits [academic departments] against one another.” Dennis suggested that Rollins “consider capping the [number of students accepted into the] Business program.” In response, Carol Lauer said that the increase in salary “is intended to be self-sustaining;” that funds from one program or academic department will not be pulled to underwrite another program.

## **PROFESSIONAL STANDARDS COMMITTEE**

Fiona Harper

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Harper said that PSC has met twice since the last A&S faculty meeting and she delivered the following report:

### **Course Instructor Evaluations**

The proposal to revise the CIE delivery timing, length of evaluation, and penalties associated with student non-completion of CIE has now been approved by CPS and by the Director of the MLS program for the Holt Graduate studies. It will next be reviewed by the A&S and the College of Professional Studies (PSC) Executive Committees. Harper said that AAC anticipates bringing this proposal to the full A&S faculty for approval at the March meeting. The Office of Information Technology (IT) has indicated that they should be able to make most changes quickly and thus the proposed changes, if approved, will be implemented this semester.

### **Diversity Advisory Council**

PSC met with Emily Russell, faculty Chair of the Diversity Advisory Council (DAC) on February 10, 2015 to discuss the council structure and selection procedure for membership. After a good discussion, PSC and DAC agreed that the DAC website will be updated to clarify the membership and how members are selected, as well as to better highlight the various projects DAC is and has been involved with.

DAC has developed a new grant program called the Diversity Inclusion Grant for both faculty and staff. The goal of this grant is “to support projects in keeping with our guiding principles that will help to further our mission of increased diversity, equity, inclusion and social justice on campus. Successful applications will demonstrate the potential for enduring impact at Rollins.” Grants of up to \$1000 will be awarded as a stipend for time spent developing the project. Up to an additional \$750 may be awarded for specified costs associated with the project. PSC approved the grant application form at our last meeting and DAC will be making a formal announcement shortly with the application details and guidelines. The deadline for this first iteration of this grant is April 3, 2015.

#### Open Education Resources Grant

Following the theme of additional grant opportunities, PSC has reviewed the grant application for a new grant program spear-headed from the library called the Open Education Resources Grant. This grant is open to all faculty members, including adjuncts and artists-in-residence, teaching in any Rollins program, including the Holt School. The stated aims of this grant are to:

- significantly lower the cost of required materials (i.e. textbooks) to enrolled students in a specific course while maintaining or improving student learning outcomes and satisfaction with the required materials.
- contribute to the growing body of OER available to the global higher education community.

Grants in the form of stipends of up to \$3000 will be available for Rollins faculty members interested in working with a team consisting of the Director of the CAJ Institute for Effective Teaching, an instructional technologist, and a librarian to lower the textbook costs for students in a specific course using Open Educational Resources (OER.) The grant will be for three years, or three iterations of a specific course. Therefore grants could last for a minimum of three semesters and a maximum of six years. More information and links to a website for application will be forthcoming from Jonathan Miller. The application deadline is April 27, 2015.

Harper concluded her report with an announcement that on March 17 the PSC will review Summer Student-Faculty Collaborative scholarship proposals with Christopher Fuse. Harper said she anticipated that the PSC will present to the A&S faculty for approval revised guidelines for Ashforth/Critchfield/Develop grant proposals.

#### **STUDENT LIFE COMMITTEE**

Derrick Paladino

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No report

#### **EXECUTICE COMMITTEE**

Carol Lauer

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Lauer announced that the Rollins Board of Trustees hired Rollins’ fifteenth President, Dr. Grant Cornwell (currently President of the College of Wooster).

Lauer reported that the Executive Committee is working on adding a section to the A&S bylaws regarding tenured faculty dismissals. The newly articulated policy, Lauer said, will make clear that Rollins follows the he American Association of University Professors (AAUP) guidelines regarding dismissals of tenured faculty and, in accordance with AAUP guidelines, will outline procedures for the establishment of a faculty review committee for dismissals.

Lauer announced upcoming elections on A&S standing committees:

AAC : 2 at-large reps (1 rep from Humanities; 1 rep from Expressive Arts)

SLC: 3 reps

F&S: 6 reps

PSC: 2 at-large reps (1 rep from Social Sciences; 1 rep from Expressive Arts)

Lauer announced that a FEC slate is as follows:

Thomas Ouellette from Theatre/Dance (3 years)

Susan Libby from Art/Art History (3 years)

Alberto Prieto- Calixto from Modern Languages (1 year)

The positions of President and Vice President of the A&S faculty are also open. Dexter Boniface has expressed a willingness to run for President, Lauer offered.

From the floor, Charlie Rock asked, “I have a more general question” regarding College structure: “How is CPS governed?” Jonathan Miller said that the CPS bylaws are available online; Miller offered to send the pertinent link to Rose.

Lauer informed the faculty that 7 Clickers® were not returned after the last A&S faculty meeting. Each Clicker costs \$40.00 each, Lauer said, and that constitutes “a lot of money” for replacement costs, “money that could be better spent on other things,” Lauer said.

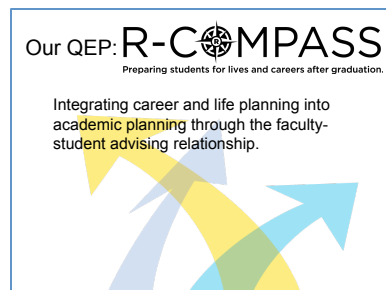
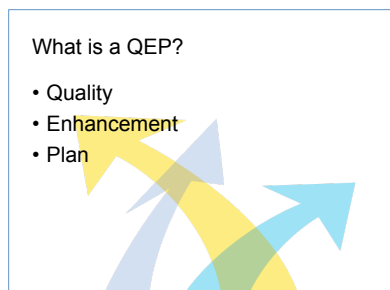
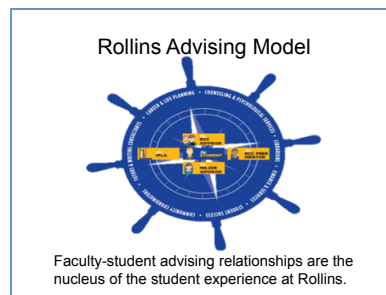
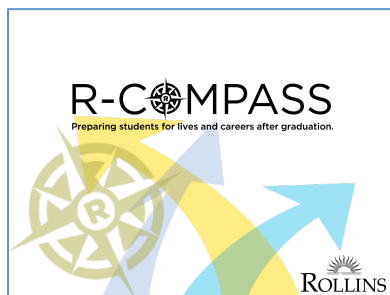
Lauer reminded faculty that she and Thomas Ouellette would facilitate the fourth and final informal gathering of A&S faculty, Interim President McAllaster, Chairman of the Rollins Board of Trustees David Lord, and select board members on Friday, March 20 in the Winter Park Plaza building. The meeting is geared toward tenured faculty but faculty unable to attend previous gatherings may attend on March 20.

Maurice (Socky) O’Sullivan proposed a motion commending Lauer and Ouellette for their work on the Presidential Search Committee. The motion was seconded and passed unanimously.

## QUALITY ENHANCEMENT PROGRAM (QEP)

Jennifer Queen

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## R-Compass Goals

**Year 1 Explore:** Students will engage in informed explorations of major and career options.

**Year 2 Map:** Students will devise and navigate through individual curricular and co-curricular pathways to success.

**Year 3 Articulate:** Students will articulate the value of their Rollins education for their life beyond.

## Embedded Concepts

- Comprehensive resources and training on career and life planning topics for all faculty advisors
- Creation of incentives and recognitions (advising awards, etc.) for faculty who help students plan and prepare for lives after graduation
- Development of clear set of faculty and student advising expectations and policies
- Creation of liaison system between faculty advisors and Center for Career and Life Planning
- Cross-divisional collaboration (developing co-curricular major maps, integrating career and alumni data on academic websites, etc.)
- R-Compass Leadership team will be the stewards over the career and life planning aspects of faculty-student advising

## QEP Topic Selection Process

2013 → General Topic Selection

- Call for ideas = 9 general topics
- **Support assessed** through campus colloquia
  - 85% of YOU for **Career and Life Planning**

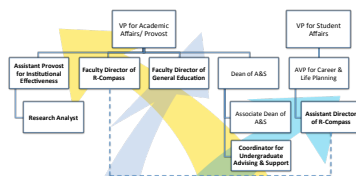
2014 → **Narrowing the Focus**

- BOT unanimously affirmed general topic in March
- QEP Proposal Development Committee formed in April
- Focus honing involved campus workshops and revisiting minutes of previous committees
  - Common factor = **Faculty Advising**

## Where We Are...

- Hired Faculty Director early January 2015
- QEP Proposal submitted to SACSCOC last week
- Hiring Assistant Director into CCLP and Research Analyst into IE
- Identifying the R-Compass Implementation Committee
- Rolling out campus-wide marketing initiative
- Training pilot group of WC Consultants on resume critiques
- Identifying pilot departments for website and curricular map redesign
- Gathering baseline data for assessment
- **Campus Wide Colloquium on R-Compass → March 13 @ 3pm in Bush Auditorium**

## R-Compass Leadership Team



## Questions? Suggestions?



**Campus Wide Colloquium on R-Compass → March 13 @ 3pm in Bush Auditorium**

OLD BUSINESS

## REVISIONS TO INTERNATIONAL PROGRAMS FACULTY ADVISORY COMMITTEE

Fiona Harper

Harper outlined the proposed revisions to the structure and make-up of the Faculty Advisory Committee for International Programs (FACIP):

### Proposed revisions to the Faculty Advisory Committee for International Programs

#### The current committee structure:

- 6 faculty members + Director
- 4 A & S
- 1 Crummer
- 1 CPS
- 1 Holt

Staff are standing members; faculty have three-year terms. Membership first selected by volunteers from AAC and CPS equivalent.

#### Current Committee

- Jana Mathews, Jim McLaughlin (terms end in July)
- Jonathan Waltz, Martina Vidovic (terms end July 2016)
- Philip Deaver, Anica Volcu (terms ending July 2017)

#### Proposed committee structure:

- 6 faculty members + Director
- 5 A & S
- 1 CPS
- Of the A&S Representatives
  - At least one active member of AAC
  - At least one must teach regularly for Holt
- Two year terms
- No more than one member from any department

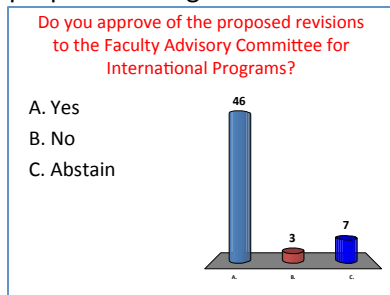
#### Committee Member Selection:

- open call for nominations and vote by respective faculty

Jill Jones voiced concern about adding “yet another committee” to the mix. Harper said the current committee selection process lacked transparency; that the committee make-up is perceived by some faculty members as “hand-picked.” Of the plan, Socky O’Sullivan said, “this looks very intelligent;” O’Sullivan recommended that “institutional memory” be a factor in the make-up of future FACIP committees. Harper responded that review of the older programs



would happen alongside the creation of the new committee selection protocol. Ilon Alon asked, “Why not combine this [International Programs Faculty Advisory] Committee and the other internationalization committee...and why not include Crummer?” In response, Harper said that it is “very apparent now [with the new President not yet on-campus] is not the time to make structural changes” amongst the schools of the College. Kathryn Norsworthy asked for—and Harper provided—a “one-minute overview” of the distinctions between the International Programs Faculty Advisory Committee and the Internationalization Committee. Charley Rock remarked that he is concerned that “no one is assessing these programs” nor “asking questions about appropriate allocation of funds” for these and other programs. Rock characterized the restructuring of the committee as “putting the cart before the horse.” Emily Russell moved to call the question, which was seconded and approved. Via the Clickers®, the faculty approved the proposed changes:



NEW BUSINESS

None

## ADJOURNMENT

Carol Lauer

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President Lauer adjourned the meeting at 1:43PM.

**ATTACHMENT 1****CURRENT FACULTY COMPENSATION FOR OFF-CAMPUS PROGRAMS**

Approved by Dean of Faculty and the Professional Standards Committee in 2010-11

Field Study Courses—Faculty as Program Administrator & Course Instructor	8-12 students	13-24 Students (Requires 2 faculty members)
1 credit	\$2500	\$5000 (\$2500 each)
2 credits	\$3000	\$6000 (\$3000 each)
4 credits <i>and</i> 4-credit Maymester course with embedded field study	\$4000	\$8000 (\$4000 each)

No-Credit International Field Study—Faculty as Program Administrator	8-12 Students	13-24 Students (Requires 2 faculty members)
5 to 21 days: Flat starting rate of \$1500 for five days, plus \$100 per day for additional days	\$1500 plus \$100 per day over 5 day minimum	\$3000 plus \$100 per day (\$1500 each)

Short-Term Study Abroad—Faculty as Program Administrator	8-30 Students
4 credits	\$3000
8 credits	\$4500

**NOTES:**

1. The relationship between number of credits and contact hours/coursework (including time on-site, pre-and-post trip meetings) is determined by AAC through the required approval process
2. In addition to the Faculty compensation all necessary costs during travel and on-site will be covered
3. If two faculty members co-teach and co-lead the course, and share all responsibilities: the compensation will be evenly divided. If one faculty member is the primary instructor and administrator, and the other is secondary, a small stipend could be built into the program budget, or the second faculty member could participate for costs covered, rather than for additional compensation. The same is true of any additional participating faculty/staff members.
4. On all programs, faculty members promote and plan the program. For stand-alone credit-bearing Field Study courses, the faculty members are also the primary course instructors. For short-term study abroad, the faculty member may provide academic oversight, but is not the primary instructor.
5. Faculty compensation must be built into the program budget so there is a direct correspondence between compensation and cost for students. This means that the appropriate compensation for the anticipated number of students must be built into the budget from the beginning of the process: once the program fee is fixed, the compensation will NOT necessarily be increased if the number of students exceeds the anticipated number. Compensation would only be increased in this instance IF there was room within the budget to do so without increasing the program fee.

6. If a field study does not fit clearly into one of the above categories, please arrange to meet with the Director of International Programs to determine compensation in aligned with the current scale.
7. Please note that field studies tied to specified semester-long courses and required by a major should be permitted to be taught on-load. The associated load for these courses would then be applied:
  - a. Field courses taught in the winter intercession shall have the load applied in that academic year.
  - b. Field courses taught May – Aug shall have the load applied in the following academic year.

#### **NEW PROPOSED FACULTY COMPENSATION FOR OFF-CAMPUS PROGRAMS**

- Based on average current overload rates:
  - \$3125 for 4 credits
  - \$1563 for 2 credits
  - \$781 for 1 credit
  - Plus additional compensation for program administration
- Program Definitions:
  - 1 credit Field Study: typically 5-8 days, intensive contact hours
  - 2 credit Field Study: typically 8-18 days, intensive contact hours
  - 4 credit Maymester course with embedded Field Study: four weeks with travel for 5-18 days, intensive contact hours
  - 4 credit Field Study: typically 2-3 weeks, intensive contact hours
  - 4 credit Approved Summer program: 3-8 weeks, may have intensive contact hours if Faculty Director is teaching and administering the program, more support from IP
  - 5+ credit Approved Summer Program: 4-8 weeks, some intensive contact hours, more support from IP
  - No credit Field Study: 8-18 days, usually service-based, intensive contact hours
- Faculty Director Responsibilities:
  - Program Administrator and Course Instructor: teaches full-time on the program and administers the program in conjunction with IP
  - Program Administrator and Academic Oversight: Administers the program in conjunction with IP but does not teach on the program. May provide oversight for program courses.

<b>Program Administrator &amp; Course Instructor</b>	
1 credit Field Study	\$2300 (\$1150) each if co-led)
2 credit Field Study	\$3000 (\$1500 each if co-led)
4 credit Maymester course with embedded Field Study	\$4400 (\$2200 each if co-led)
4 credit Field Study or Approved Summer Program	\$4400 (\$2200 each if co-led)

<b>Program Administrator and Academic Oversight</b>	
No Credit Field Study	\$1600 (\$800 each if co-led)
4 credit Approved Summer Program	\$3000
5+ credit Approved Summer Program	\$4400

1. The relationship between number of credits and contact hours/coursework (including time on-site, pre-and-post trip meetings) is determined by AAC or CPS through the required course and/or program approval processes
2. In addition to the Faculty compensation all necessary costs during travel and on-site will be covered
3. If two faculty members co-teach and co-lead the course, and share all responsibilities: the compensation will be evenly divided. If one faculty member is the primary instructor and administrator, and the other is secondary, a small stipend could be built into the program budget, or the second faculty member could participate for costs covered, rather than for additional compensation. The same is true of any additional participating faculty/staff members.
4. If a program does not fit clearly into one of the above categories, please arrange to meet with the Director of International Programs to determine compensation in aligned with the current scale.
5. Please note that Field Studies required by a major should be permitted to be taught on-load. The associated load for these courses would then be applied:
  - a. Field courses taught in the winter intercession shall have the load applied in that academic year.
  - b. Field courses taught May – Aug shall have the load applied in the following academic year.